



FINAL PLAT, REPLAT, MINOR PLAT, AMENDING PLAT, AND PLAT VACATION CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

* This checklist is not all-inclusive of all City ordinances and standards.

GENERAL

- ☐ Submit all documents specified on the Required Documents checklist.
- ☐ **Submit a disk with all plans – plans will be date stamped electronically.**
- ☐ **Collin County property** – Provide a 2" x 4" square in the lower right corner of each sheet for the filing information.
Denton County property – Provide a 3" x 3" square in the lower right corner of each sheet for filing information.
- ☐ Title block located in lower right corner, above the area for filing sticker, with subdivision name, plat type (e.g. Final Plat) block and lot numbers, survey name and abstract number, number of acres, preparation date, city, county and state, and City project number (to be provided at time of submittal).
- ☐ Legend, if abbreviations or symbols are used
- ☐ Entity name, contact name, address and phone number for owner, applicant, and surveyor and/or engineer.
- ☐ Location/vicinity map. (Use a single line drawing. Do not use website maps.)
- ☐ North arrow and scale appropriate for the level of detail – multiple sheets may be required
- ☐ Legal (metes and bounds) description with total acreage. Ensure that the total acreage in the legal matches the title block.
- ☐ Property boundary drawn with "phantom" line type (-----) with dimensions and bearings
- ☐ Lot dimensions in feet and hundredths of feet with bearings and angles to street and alley lines
- ☐ List the following note on the plat: "Notice: Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits."
- ☐ Adjacent properties – subdivision name of platted properties or owner name of unplatted property with recording information
- ☐ Dedication language for easements (fire lane, landscape, Visibility, Access and Maintenance, Public Way, access, drainage, and drainage and detention, etc.)
- ☐ Bold the labels of any easements or rights-of-way being dedicated, abandoned or modified per the plat so that they stand out from the existing easements.
- ☐ Outline of all property offered for dedication for public use
- ☐ Surveyor's certificate (signed and sealed) with notary block
- ☐ City approval signature block located on the right side of the page (See page 42)
- ☐ Certificate of ownership with notary block(s)
- ☐ Additional documents necessary for dedication or conveyance of easements or rights-of-way
- ☐ Include any applicable notes as shown in the Plat Language sheet within the Development Application Handbook.

REQUIREMENTS FOR RESIDENTIAL PROPERTIES (SINGLE FAMILY, TWO FAMILY, TOWNHOME & MULTIFAMILY)

- ☐ Provide a letter-size exhibit of a table of lot and block numbers with the square footage of each lot. (Not required for Multifamily)
- ☐ Show building Lines along street (single family, two family, townhome and multifamily residential uses only), (ZO, 2.06.04).
- ☐ Provide a note stating the zoning of the property and which zoning or planned development standards apply to the subdivision. Example: Zoning: PD-324-Townhome; Built to Patio Home Standards
- ☐ For plats that have alleys, add the following note: All driveways shall access the alleys; no driveways may access streets.
- ☐ Unless overridden by the PD (if one), add the following note on preliminary plats that do not have alleys: "Where a 'J-swing' garage is not utilized, the face of the garage shall be set back a minimum of 25 feet from the front property line."
- ☐ List the following note on the plat: Placement of street trees shall not interfere with the placement of traffic control devices or visibility at intersections. Existing and future traffic control devices may require the removal or preclude the planting of street trees.
- ☐ Add the following note: Development standards of this plat shall comply with Zoning Ord. 11-04-09 as amended.
- ☐ For a plat with a required landscape edge, add the following note: The required HOA Landscape Edge along (name the street) shall not be encumbered by any utilities.



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- ☐ For any key lot, show front building setbacks on both rights-of-way, add a label/symbol to the lot referring to a note which will state, "Fencing restrictions apply to this key lot. Refer to the Zoning Ordinance."
- ☐ Provide a typical lot detail showing all setbacks for all the applicable residential district

REQUIREMENTS FOR REPLATS

- ☐ Purpose of and justification for replat statement (i.e.: "The purpose of this replat is to add a five-foot utility easement along the front of Block A, Lots 1-9, because _____.")

ENGINEERING

- ☐ Utility Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc. Show all bearing and distance information on existing and proposed easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county.
- ☐ Filing information for all existing easements and rights-of-way
- ☐ Complete curve data (delta, length, radius, tangent, point of curve, point of reverse curve, and point of tangent) and bearings of all tangents
- ☐ Locations, material, and size of all monuments found and set. The surveyor will construct two concrete monuments in accordance with the City of Frisco "Standard Detail for Reference Monuments" and establish grid coordinates for the monuments in reference to City of Frisco GPS Monuments using the City of Frisco Combined Scale Factor as necessary. Elevations will be established on the two monuments in reference to the City of Frisco GPS Monuments. The three-dimensional coordinates established for these monuments will be clearly shown on the face of the plat. The plat must hold grid bearings and must not be from an assumed north. All distances shown on the plat will be surface distances.
- ☐ Two opposing property corners in 3D coordinates
- ☐ Existing and proposed FEMA 100-year floodplain with elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: "no floodplain exists on the site."
- ☐ Drainage and detention easement limit shall be at the freeboard elevation

Public Works

- ☐ The preliminary SWMP shall be prepared in coordination with the preliminary drainage plan on all projects where both are required. The preliminary SWMP and the preliminary drainage plan may be shown on the same sheet. When a preliminary drainage plan is not required, the preliminary SWMP shall indicate the existing drainage patterns and runoff coefficients and the proposed changes to these items.
- ☐ The preliminary SWMP must comply with the standards and criteria outlined in this ordinance, the Engineering Design Standards and Construction Details, and the Erosion Siltation Control Ordinance. The plan may satisfy the storm water management portion of the Storm Water Pollution Prevention Plan (SWPPP) that is required for construction activities; however, **the SWMP is not a substitution for the SWPPP**. The City's review of the preliminary SWMP does not constitute acceptance of the final SWMP or the final development plans.
- ☐ Three (3) paper copies of the preliminary SWMP plan shall be submitted with the submittal of a preliminary plat, replat, or minor plat for review and acceptance. The plan shall be labeled as "Preliminary." Upon acceptance of the plan, the plan shall be signed, sealed, and dated by the engineer, or shall contain a statement showing the engineer's name and license number and affirming the plan was prepared under the direction of the engineer and that the plan is preliminary..

TRAFFIC

- ☐ Existing and proposed location of streets and alleys, right-of-way widths, and names of streets
- ☐ Dimension from the property to centerline of right-of-way
- ☐ Right-of-way dedications in fee simple

Preparer's Name: _____

Preparer's Signature: _____